



City of Tigard

Tigard Workshop Meeting – Agenda

TIGARD CITY COUNCIL

MEETING DATE AND TIME: September 18, 2018 - 6:30 p.m.

MEETING LOCATION: City of Tigard - Town Hall - 13125 SW Hall Blvd., Tigard, OR 97223

PUBLIC NOTICE:

Times noted are estimated.

Assistive Listening Devices are available for persons with impaired hearing and should be scheduled for Council meetings by noon on the Monday prior to the Council meeting. Please call 503-718-2419 (voice) or 503-684-2772 (TDD - Telecommunications Devices for the Deaf).

Upon request, the City will also endeavor to arrange for the following services:

- Qualified sign language interpreters for persons with speech or hearing impairments; and
- Qualified bilingual interpreters.

Since these services must be scheduled with outside service providers, it is important to allow as much lead time as possible. Please notify the City of your need by 5:00 p.m. on the Thursday preceding the meeting by calling: 503-639-4171, ext. 2410 (voice) or 503-684-2772 (TDD - Telecommunications Devices for the Deaf).

VIEW LIVE VIDEO STREAMING ONLINE:

http://www.tigard-or.gov/city_hall/council_meeting.php

Workshop meetings are cablecast on Tualatin Valley Community TV as follows:

Replay Schedule for Tigard City Council Workshop Meetings - Channel 28

- Every Sunday at 12 a.m.
- Every Monday at 1 p.m.
- Every Thursday at 12 p.m.
- Every Friday at 10:30 a.m.

SEE ATTACHED AGENDA



City of Tigard

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TIGARD CITY COUNCIL

MEETING DATE AND TIME: September 18, 2018 - 6:30 p.m.

MEETING LOCATION: City of Tigard - Town Hall - 13125 SW Hall Blvd., Tigard, OR 97223

6:30 PM

1. WORKSHOP MEETING
 - A. Call to Order- City Council
 - B. Roll Call
 - C. Pledge of Allegiance
 - D. Call to Council and Staff for Non-Agenda Items
2. REPORT FROM WASHINGTON COUNTY SHERIFF ON SERVICES **6:30 p.m. estimated time**
3. ADA SELF-EVALUATION AND TRANSITION PLAN UPDATE **6:40 p.m. estimated time**
4. DISCUSS UPCOMING CLEAN WATER SERVICES SEWER CONSTRUCTION IN COOK PARK **7:10 p.m. estimated time**
5. REVIEW OF CREDIT CARD FEES **7:30 p.m. estimated time**
6. PHOTO ENFORCEMENT IMPLEMENTATION BRIEFING **7:45 p.m. estimated time**
7. NON AGENDA ITEMS
8. EXECUTIVE SESSION: The Tigard City Council may go into Executive Session. If an Executive Session is called to order, the appropriate ORS citation will be announced identifying the applicable statute. All discussions are confidential and those present may disclose nothing from the Session. Representatives of the news media are allowed to attend Executive Sessions, as provided by ORS 192.660(4), but must not disclose any information discussed. No Executive Session may be held for the purpose of taking any final action or making any final decision. Executive Sessions are closed to the public.
9. ADJOURNMENT **8:30 p.m. estimated time**

AIS-3555

2.

Workshop Meeting

Meeting Date: 09/18/2018

Length (in minutes): 10 Minutes

Agenda Title: Report from Washington County Sheriff on Services

Prepared For: Marty Wine **Submitted By:** Kelly Burgoyne,
Central Services

Item Type: Update, Discussion, Direct Staff **Meeting Type:** Council Workshop Mtg.

Public Hearing Yes

Newspaper Legal Ad Required?:

Public Hearing Publication

Date in Newspaper:

Information

ISSUE

Council will receive an update from the Washington County Sheriff.

STAFF RECOMMENDATION / ACTION REQUEST

No action required.

KEY FACTS AND INFORMATION SUMMARY

The Washington County Sheriff briefs the Tigard City Council annually.

OTHER ALTERNATIVES

Not applicable.

COUNCIL OR TCDA GOALS, POLICIES, MASTER PLANS

DATES OF PREVIOUS CONSIDERATION

Not applicable.

AIS-3558

3.

Workshop Meeting

Meeting Date: 09/18/2018

Length (in minutes): 30 Minutes

Agenda Title: ADA Self-evaluation and Transition Plan Update

Prepared For: Nadine Robinson, Central Services

Submitted By: Nadine Robinson, Central Services

Item Type: Update, Discussion, Direct Staff **Meeting Type:** Council Workshop Mtg.

Public Hearing: Yes

Publication Date:

Information

ISSUE

Provide an update to city council on the progress of the Americans with Disabilities (ADA) self-evaluation and transition plan.

STAFF RECOMMENDATION / ACTION REQUEST

This briefing is for information purposes only. Staff will bring a final report back to city council in early 2019.

KEY FACTS AND INFORMATION SUMMARY

In late January, the Local Contract Review Board awarded a contract to MIG, Inc. to help the city update its self-evaluation and transition plan. The project includes assessment of city services, programs, activities and facilities for compliance with the Americans with Disabilities Act (ADA.)

Since award of the contract city staff and the consultants have met with the city's volunteer ADA Focus Group to learn about issues they have experienced in accessing city programs, services and facilities as well as areas within those categories that are important to them to have reviewed. Additionally, MIG provided the city with a survey to assess the strengths and weakness the city has in providing accessible services and programs. 33 staff, comprised of members of each department, responded to the survey. That information has been compiled and will be included in the self-evaluation report.

MIG is currently working on the assessments of city facilities. The assessments include three broad categories: public buildings, parks and rights-of-way. They have completed the building, parks and trail assessments and are in the process of finishing up the rights-of-way.

There are a significant number of areas identified in the assessment that the city can work on to improve access within city operations and facilities. However, the plan will assume barrier removal will occur over a 20-year period. We will work with our ADA Focus Group and an internal review committee to develop a matrix to prioritize when work will be completed. The transition plan, including the matrix, will be made available to the public for their comments. Once we have incorporated resident feedback, we will bring the transition plan back to city council for review and consideration in early 2019.

OTHER ALTERNATIVES

None at this time.

COUNCIL GOALS, POLICIES, APPROVED MASTER PLANS

DATES OF PREVIOUS COUNCIL CONSIDERATION

The Local Contract Review Board awarded the ADA self-evaluation and transition plan development project contract to MIG, Inc on January 23, 2018.

Attachments

ADA project update



City of Tigard

Respect and Care | Do the Right Thing | Get it Done

The Americans with Disabilities Act Project Update

September 18, 2018



ADA Title II
compliance
supports Tigard's
vision to be:

"The most walkable
community in the
Pacific Northwest
where people of all
ages and abilities
enjoy healthy and
interconnected lives."



What is the ADA?

- A civil rights statute that protects Americans with disabilities from discrimination.
- Signed into law in 1990 by President George H.W. Bush.
- Most recently updated in 2010.

Requires a Self-evaluation

- To identify barriers people with disabilities may experience in accessing city programs, activities and services , the city's consultant, MIG, Inc. reviewed City of Tigard's policies, procedures, services, programs and standards.
- Additionally 33 staff members, representing all departments, completed a accessibility questionnaire to determine where there may be barriers.
- Based on these efforts a self-evaluation report detailing barriers and corrections will be generated.

Requires a Transition Plan

- The plan identifies physical obstacles that limit the accessibility of facilities to individuals with disabilities
- Describes how the facilities will be made accessible.
- Provides a schedule for making the access modifications, and
- Identifies who is responsible for ensuring the various elements of the transition plan are implemented.

Plan background

- Tigard created a transition plan in 1993.
- Parts of the self evaluation and transition plan were updated in 1999/2000.
- While the city has continued to make steps toward ADA compliance, documentation of existing barrier removal has not happened in a comprehensive way.

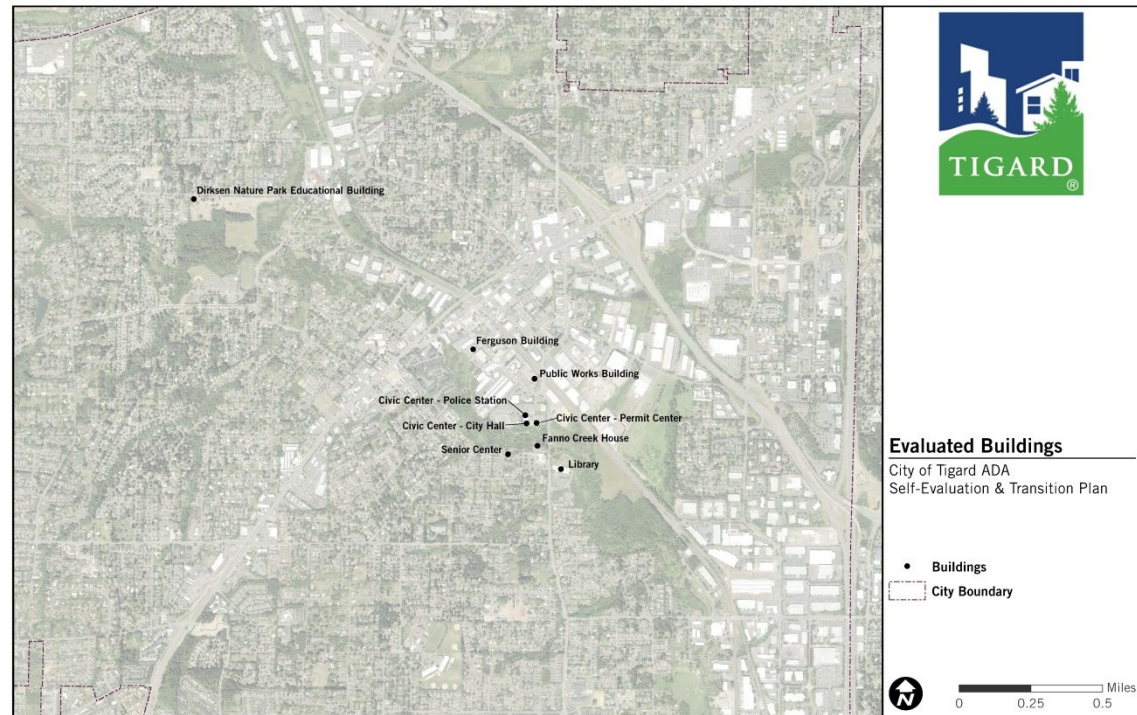
Areas being evaluated

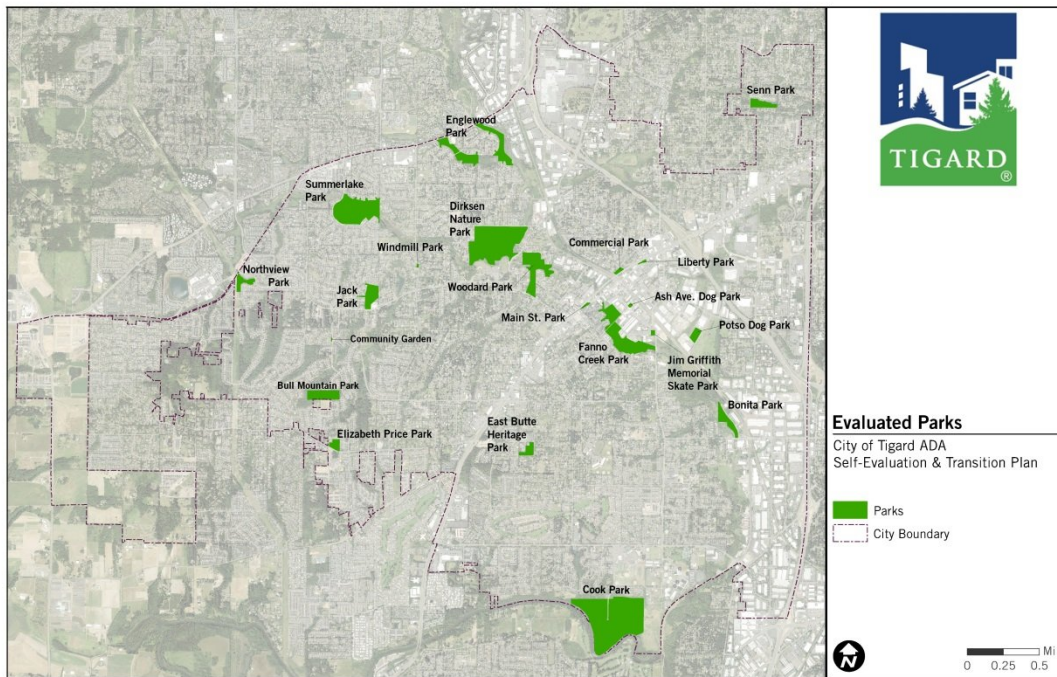
- All services, programs and activities
- Public spaces within city buildings; including accessing the buildings
- Public right-of way
- Parks and trails



Buildings assessed

1. City Hall complex
2. Public Works
3. Library
4. Senior Center
5. Fanno Creek House
6. Dirksen Educational Building
7. Ferguson Building





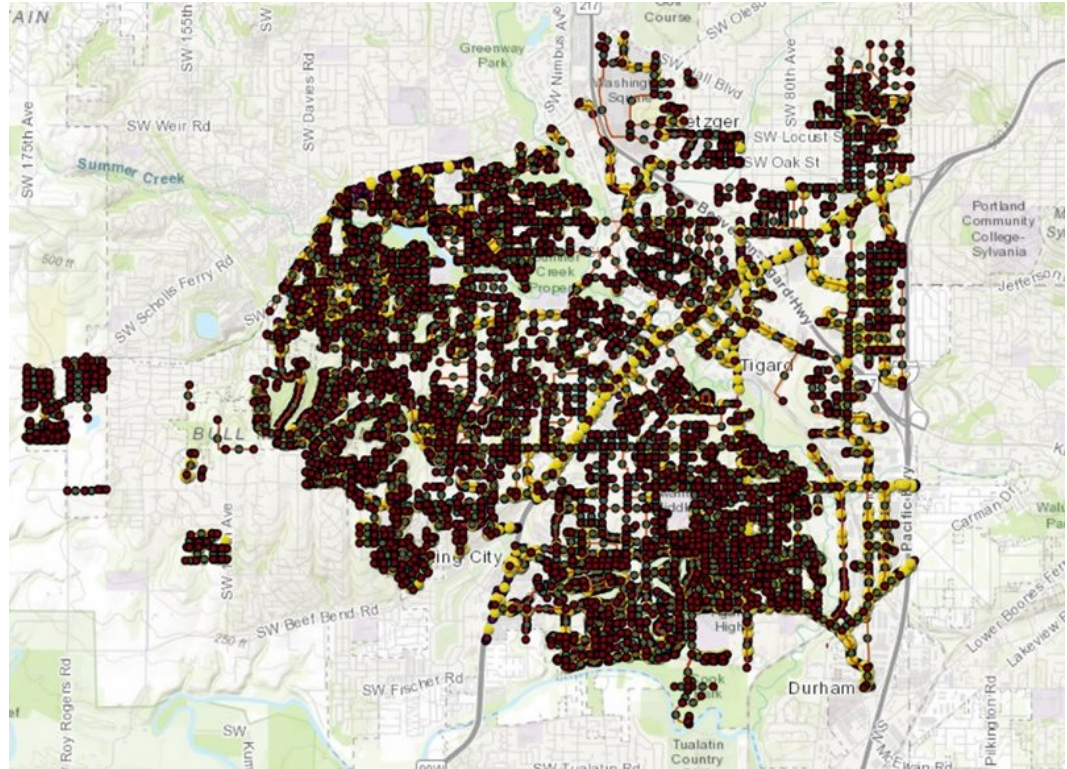
Parks

20 parks including paths to the following amenities:

- Parking lots
- Picnic shelters
- Playgrounds
- Basketball courts
- Tennis court
- Public restrooms
- Concession stand
- Drinking fountains
- Sports fields

City-owned Rights-of-Way evaluation includes:

- 2425 curb ramps
- 214 miles of sidewalks
- pedestrian signals
- crosswalks
- on-street parking



Rights-of-Way progress map



Next Steps

- City staff work session.
- ADA Focus Group work session to develop criteria for prioritizing barrier removal.
- Consultant prepares the draft ADA self-evaluation and transition plan.
- Meeting with ADA Focus Group to review the draft document.
- Public review of the draft transition plan.
- Prepare final ADA self-evaluation and transition plan.
- Transition plan presented to city council.

Road map for the future

- The transition plan becomes a road map the city will use to determine the priority of projects to complete to become a more accessible city.
- The plan will be updated to show progress the city is making on barrier removal.
- As new barriers are identified they will be evaluated using the adopted criteria to determine when the barrier removal will occur.

AIS-3592

4.

Workshop Meeting

Meeting Date: 09/18/2018

Length (in minutes): 20 Minutes

Agenda Title: Discuss Upcoming Clean Water Services Sewer Construction in Cook Park

Submitted By: Lori Faha, Public Works

Item Type: Update, Discussion, Direct Staff

Meeting Type: Council
Workshop
Mtg.

Public Hearing: No

Publication Date:

Information

ISSUE

Clean Water Services (CWS) staff and city of Tigard staff will present information and answer council questions about the Tualatin River Interceptor project and construction period impacts to Cook Park. Construction impacts in the park are planned to occur from October 2018 through March 2019.

STAFF RECOMMENDATION / ACTION REQUEST

No action requested; this is an informational session.

KEY FACTS AND INFORMATION SUMMARY

The CWS Tualatin River Interceptor sewer project includes construction of a 66-inch diameter sanitary sewer line through Cook Park. The construction in the park is scheduled to occur from October 2018 through March 2019. The sewer project will provide additional capacity needed to serve new development in River Terrace and growth areas in King City, Sherwood and Tualatin. City of Tigard staff have been coordinating with CWS staff to ensure that the project minimizes impacts in Cook Park while allowing for this important project.

OTHER ALTERNATIVES

NA

COUNCIL GOALS, POLICIES, APPROVED MASTER PLANS

NA

DATES OF PREVIOUS COUNCIL CONSIDERATION

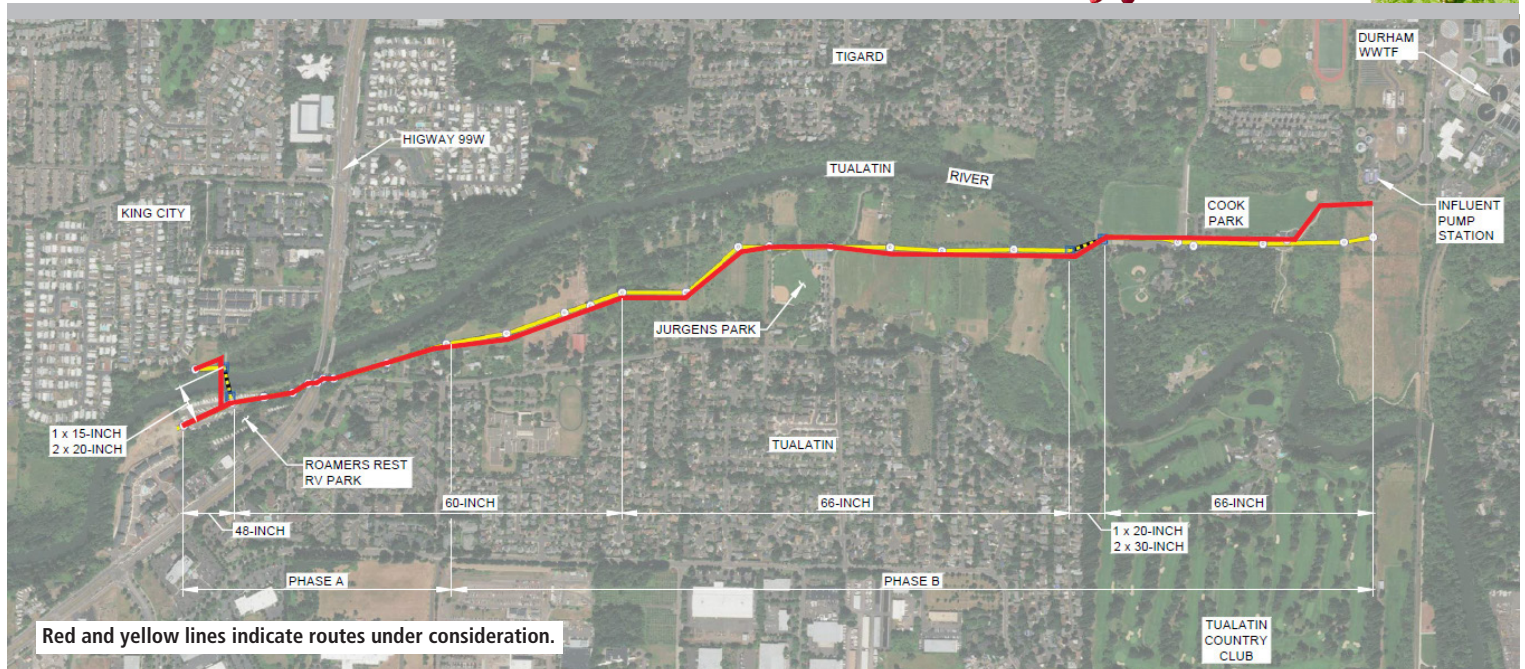
None.

Attachments

CWS Fact Sheet

CWS Cook Park

TUALATIN INTERCEPTOR AND SIPHON IMPROVEMENTS



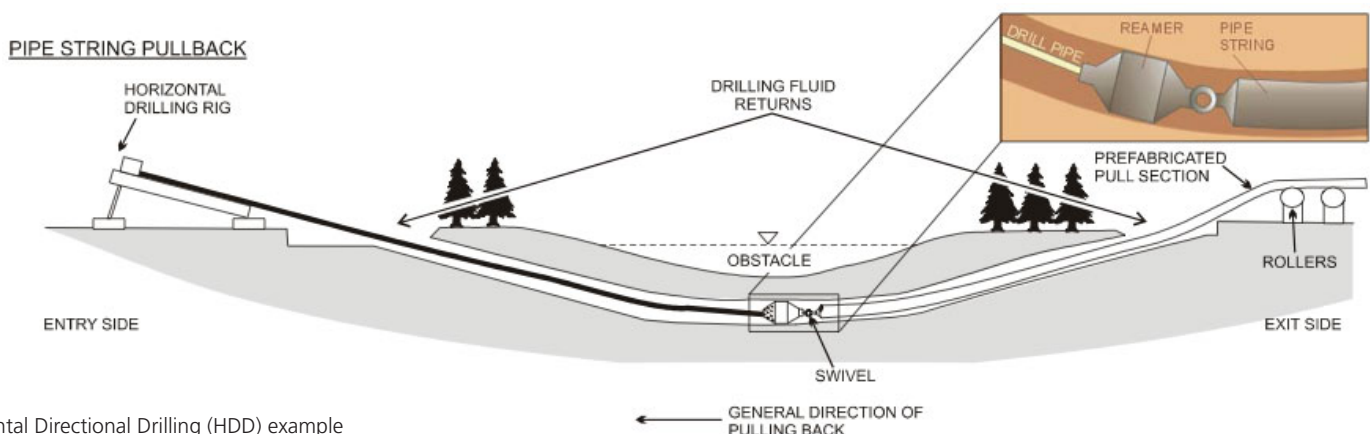
The Tualatin Interceptor serves the cities of King City, Tualatin, Tigard and Sherwood, and directs flows into the Durham Advanced Wastewater Treatment Facility. This project will replace the original interceptor, which was constructed in 1974 and which has reached its useful life, with seismically resilient pipe that is better suited for the corrosive environment within the pipeline. When completed, this \$30M upgrade will provide a pipeline which will handle capacity through 2040.

Construction will begin in early fall 2018 and last through late winter 2019. Clean Water Services and the Design/Builder are committed to impacting the smallest possible footprint in the park during construction.

The new pipe will follow the existing path from the east side of Cook Park through the parking lot. At the sports courts the pipeline will be installed under the Tualatin River using Horizontal Direction Drilling. (See image below.)

In the next few weeks informational signs will be installed in the park indicating the days when the trails in the park will be impacted.

Clean Water Services chose a Progressive Design Build style of procurement because it offers a more collaborative process and innovative approach, providing the best value to ratepayers. Mortenson was selected as the Design/Builder.



Horizontal Directional Drilling (HDD) example

UPPER TUALATIN INTERCEPTOR AND SIPHON IMPROVEMENT PROJECT

Date 9-18-18

City of Tigard City Council Meeting
Wade Denny, P.E.

CleanWater  Services



Outline

Why

What/When

Impacts to Tigard

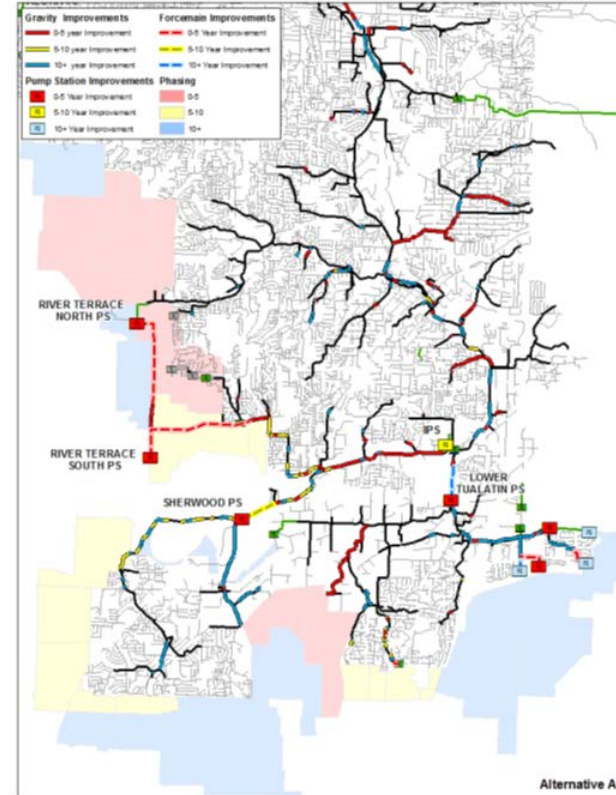
Mitigation Efforts

Q/A



Why- Upgrade Sanitary Sewer Infrastructure

- Major amount of planned development in Tigard, Beaverton, Tualatin, Sherwood, and King City.
- Potential Future Growth into UGB and UR Areas.
 - These Facts led to a 2016 System Capacity Evaluation
 - Reviewed growth rates and the associated improvements necessary to meet the demands of infill and UGB expansion
 - Identified 73 million dollars in improvements over the next 10 to 15 years



What/When-Tualatin Interceptor Project

Alternative Contract Delivery

- Progressive Design Build
- General Contractor/Engr
 - Mortenson/KJ

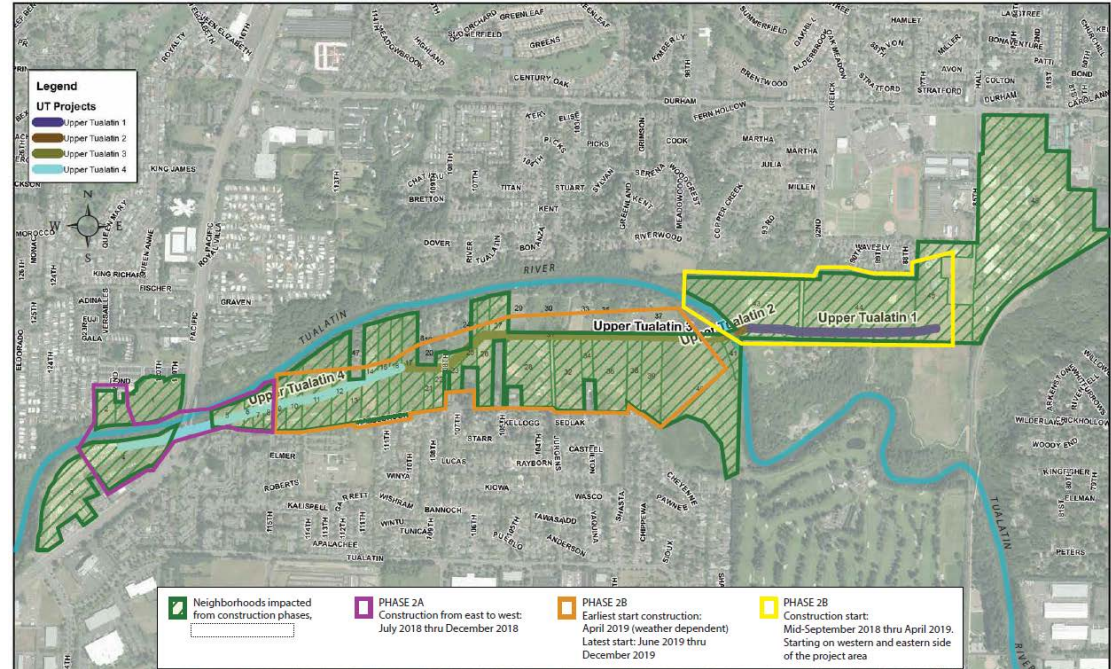
Design Start- October 2017

Phase 2A: June 2018 – Dec 2018

- 100% Designed
- 2,300 LF 60" & 48" Pipe
- 580'
74" Tunnel-King City
Siphon

Phase 2B: Oct 2018 – Feb 2020

- 7,951 LF 66" & 60" Pipe
- 910' 2-30" & 1-22"
HDD-Cook Park Siphon



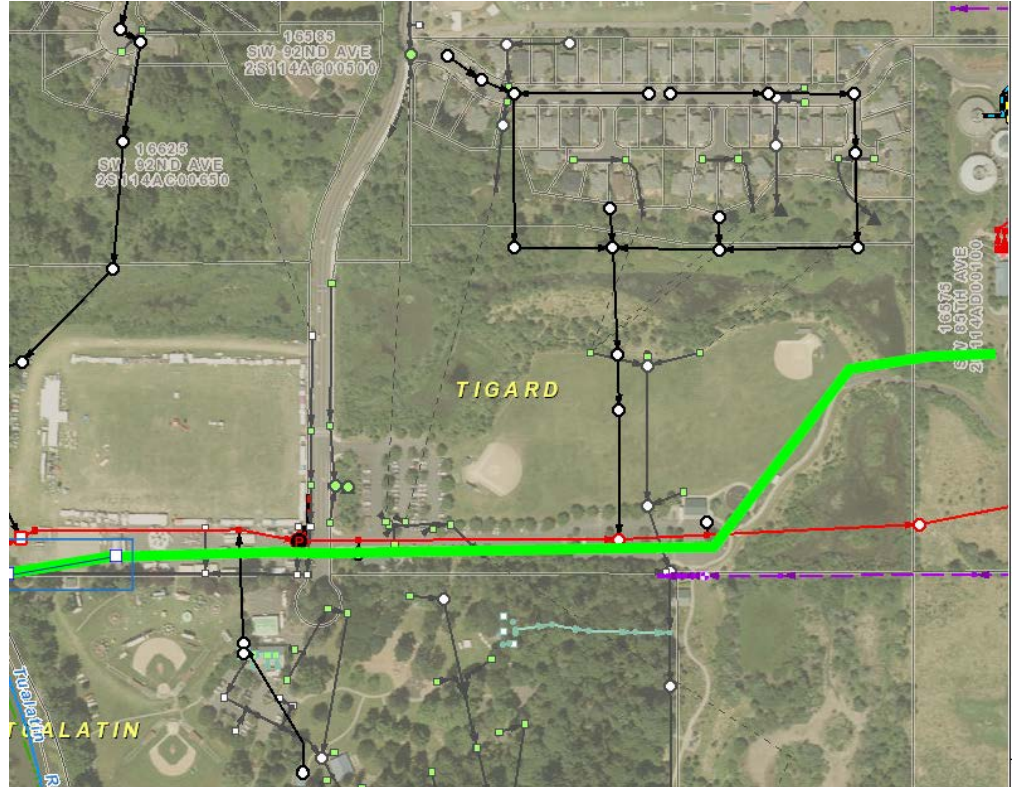
Impacts to the City of Tigard

Project Impacts

- Truck Traffic- Durham Rd, 85th Ave, and 92nd Ave
- Construction through Cook Park

Cook Park Impacts

- Parking
- Trail Detours
- Post construction paving/restoration



Mitigation Efforts

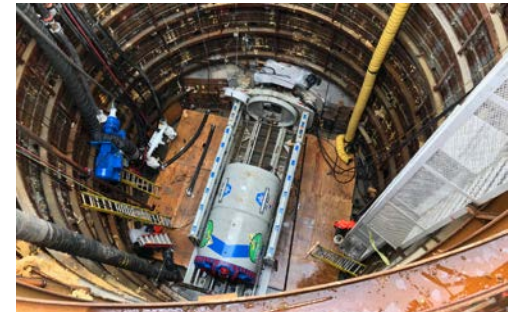
Advanced Impact Mitigation Efforts

- Conversation Began early with City
 - City staff expressed concerns of impacts to Cook Park and it's users.
 - To mitigate this, the construction schedule has been set to impact Park during offseason: October 2018 thru March 2019
- Held Public Meeting on June 11th, 2018 at Durham Elementary
- City and CWS Public Relations Team has developed and began implementing an outreach plan.
 - CWS Works website
 - Localized Mailers to Properties near project area
 - Plans to have Kiosks within Cook Park with up to date info on any trail detours with the park
 - Project Info Signs with 24/7 hotline number



Outreach During Construction

- Coffee with Contractor
- Project Tours



Questions



AIS-3587

5.

Workshop Meeting

Meeting Date: 09/18/2018

Length (in minutes): 15 Minutes

Agenda Title: Review of Credit Card Fees

Prepared For: Toby LaFrance

Submitted By: Kelly
Burgoyne,
Central
Services

Item Type: Motion Requested
Update, Discussion, Direct
Staff

Meeting Type: Council
Business
Meeting -
Main

Public Hearing No

Newspaper Legal Ad Required?:

Public Hearing Publication

Date in Newspaper:

Information

ISSUE

Update Council on Credit Card Fees.

STAFF RECOMMENDATION / ACTION REQUEST

Staff recommends implementing credit card fees for permitting services.

KEY FACTS AND INFORMATION SUMMARY

Credit card fees are the charges from credit card companies, banks, and third party processors that are passed on to city. Each time a customer of the city uses a credit/debit card, 1.5-3.5% of the transaction is charged back to the city. The range depends on a number of factors, including: type (credit or debit), card (Visa, Master Card, etc), issuer of card, and location used (on-line or in person).

Tigard has experienced an increase in the amount of credit card fees over the last couple of years. During the Council meeting on April 24, 2018, Council instructed staff to examine options to recoup credit card fees and examine the cost of other methods of payment.

Over the last two fiscal years, Tigard has averaged just over \$400,000 in credit card fees. Those fees are focused in two areas: utility billing and permitting. Utility billing has averaged about \$275,000 in fees and building/planning/engineering has averaged about \$120,000. All other areas (library, police, court, parks) average less than \$10,000 combined.

Utility Billing

The majority of credit card transactions in utility billing are either on-line or on-phone payments. By Visa's rules utilities can charge a convenience fee, but it has to be a flat fee. This means that a water-only customer in King City that has a monthly bill of \$40-\$60 would pay the same as a typical single-family home in the City of Tigard that pays \$240-\$280 for water, sewer, stormwater, streets, and parks. In addition, these customers would pay the same service fee as a multifamily customer or a commercial customer.

Staff does not recommend an additional charge to customers for using a credit card to pay their utility bill. Due to the Visa card rules, implementing a convenience fee would create a regressive and inequitable cost structure where those that pay the least in terms of dollars would pay the most in terms of the fee as a percent of their overall cost. The flat fee can be avoided and a fixed percentage fee implemented if Tigard decided not to accept Visa; however, Visa is a major credit card company and staff does not find this option practical. If, at a future date, Visa changes their rules and permits a fixed percentage convenience fee, then Tigard should consider implementing the fee. Alternatively, Tigard is scheduled to undertake a water rate study in 2019. Staff recommends that the increasing cost of processing credit card fees be a factor in the study and that the cost is not in the fixed rate, but in the usage fee so that those that use more water will pay for more of the cost to the city for credit cards. In a survey conducted by the City of Bend of twelve other jurisdictions, none are charging a convenience fee for utility billing.

Building/Planning/Engineering

Credit card transactions for permitting happens both on-line and over the counter. By the rules of the credit card companies, including Visa, governmental activities such as permitting can charge a service fee for the use of a credit card. The fee can be a fixed percentage of the transaction and is a separate charge to the customer.

Staff does recommend implementing a service fee for permitting services. There are two primary factors supporting this recommendation. First, some of the larger fees paid at the permit center are for system development charges (SDC). State law sets a limit on the amount of SDC revenue that can be used for administration of the SDC. The cost of credit card transactions is using more of that limit and reducing the amount of revenue available for capital projects. Second, Tigard's permit center is collecting fees that go to our regional partners at the school districts and Clean Water Services. Currently, the city pays for the credit card charges for our partner's fees. To recoup that cost, Tigard can charge the recommended service fee, or go through the process of updating the IGAs to provide these services. Given the difficulties and costs in negotiating IGAs, staff views charging the fee as the more economical choice.

In a survey conducted by the City of Bend of twelve other jurisdictions, two are charging a service fee for permitting.

OTHER ALTERNATIVES

Council can direct staff to implement a convenience fee for utility billing, not implement a service fee for permitting services, or provide other direction.

COUNCIL OR TCDA GOALS, POLICIES, MASTER PLANS

DATES OF PREVIOUS CONSIDERATION

April 24, 2018

AIS-3622

6.

Workshop Meeting

Meeting Date: 09/18/2018

Length (in minutes): 45 Minutes

Agenda Title: Photo Enforcement Implementation Briefing

Prepared For: Eric Zimmerman **Submitted By:** Eric Zimmerman,
City Management

Item Type: Update, Discussion, Direct Staff **Meeting Type:** Council Workshop Mtg.

Public Hearing No

Newspaper Legal Ad Required?:

Public Hearing Publication

Date in Newspaper:

Information

ISSUE

Staff will present to the City Council the implementation plan to begin using photo enforcement technology in the City of Tigard. In an effort to increase traffic safety and to address safety concerns along specific traffic corridors, the Tigard Police Department will begin to enforce violations with photo technology in accordance with state law.

STAFF RECOMMENDATION / ACTION REQUEST

No action is needed during this workshop meeting. This briefing is intended to allow the council to provide comment on the implementation plan and to make the council aware of two upcoming items that will require council approval, 1) a future contract award to the vendor of the photo enforcement technology and 2) a Q1 supplemental budget item to allow staff to conduct facility work and prepare the municipal court for additional requirements.

KEY FACTS AND INFORMATION SUMMARY

- Photo enforcement is allowable under ORS.
- A sworn member of Tigard Police is required to cite all violations. Violations cannot be automatically registered or determined by a computer or a non-sworn person.
- A citation from photo enforcement carries the same rights, fines, and consequences as a citation from an in-person encounter with law enforcement.
- Tigard Police will have the ability to issue citations for violations of two different types; red light violations and speed violations. Tigard Police will initially only cite red light violations

with citations for speeding through intersections occurring at a later date. Oregon law sets the minimum speed violation that can be enforced via photo enforcement.

- To accommodate the increase in court operations, a budget for facility and staff changes will be requested during the Q1 supplemental budget process.
- A minimum 30-day warning period will allow commuters through Tigard the opportunity to learn of the new enforcement without being cited for a violation. This is in addition to a strong public information campaign leading up to the "go live" date.

OTHER ALTERNATIVES

Council can indicate or comment on adjustments they would like to see in the plan.

COUNCIL OR TCDA GOALS, POLICIES, MASTER PLANS

DATES OF PREVIOUS CONSIDERATION

- August 2010 AIS 7 – At the direction of City Council, the Police Department presented an informational briefing photo red light enforcement.
- June 2015 AIS 2226 - Council directed the Police Department (PD) to conduct a traffic study on the feasibility of implementing a photo red light program.
- August 2016 - AIS 2738 the traffic survey and staff report were submitted to Council for consideration. Council directed staff to determine the public's level of support.
- April 2017 - Staff memo to Council including results of citizen survey and requesting direction to move forward.
- May 2017 AIS 3065 – Staff report to Council recommending implementation.

Fiscal Impact

Cost: \$755,783

Budgeted (yes or no): No

Where Budgeted (department/program): Court and Police

Additional Fiscal Notes:

This fiscal statement is included for information only. This item is not an approval request.

Future council items will request approval for these items;

\$252,783- Municipal Court Q1 supplemental request

\$350,000- Facilities Q1 supplemental request

\$153,000- Tigard Police Department Q1 supplemental request

When this program begins receiving revenue, the program will backfill the above requests in order to payback the start up costs to the reserve fund.
